

A series of blue silhouettes of people in various stages of climbing a green, curved hill. From left to right: a person sitting on the ground, a person walking up, a person standing, a person walking up, a person standing, and a person in a graduation cap and gown at the peak.

Indiana Department of Education

Glenda Ritz, NBCT

Indiana Superintendent of Public Instruction

MEMORANDUM

TO: Superintendents and Charter School Administrators

FROM: DeVonne Richburg, Summer School Program Contact Person

DATE: August 9, 2013

SUBJECT: REMINDER: Latch Key/ School Age Child Care Programs

This notice is being sent to all superintendents as reminder of the 1991 legislation, IC 20-26-5-2, requiring each school corporation in Indiana to offer "latch-key" or a school-age child care program. This program must be made available to all students, Grades K-6, and must operate, at a minimum, after the school day. A school corporation may contract with a non-for-profit or for-profit organization to conduct its programs; however, the legislation requires that such programs utilize school facilities.

Schools that are not seeking a waiver and will have a non-for-profit or for profit organization facilitating the program must complete the provider information on the following link <http://www.surveymonkey.com/s/LatchKey>.

Schools may seek a waiver from the child care program requirement if compliance would result in "undue financial hardship." To be eligible for such a waiver, the school corporation must demonstrate that it has made a good-faith effort to implement a program and that, after sufficient notification, there was too little interest in such a program for implementation to be economically feasible. Please note that school corporations that received waivers for the 2012-2013 school year will need to resubmit a new waiver request for 2013-2014. As part of a waiver request, school corporations must present a detailed financial analysis including the projected costs, attendance, and income expected from the implementation of such a program.

A waiver form is included with this notice. Each waiver request will be considered immediately upon receipt. All waiver requests must be submitted by **September 30, 2013**. If your school corporation has a childcare provider in place, please complete provider form attached.

Please note that for those school corporations that have "latch-key" programs operated by a not-for-profit or for-profit organizations, IC-20-26-5-3, as added by P.L. 1-2005, Sec. 10, now requires that the awarding of such contracts be subject to the competitive bidding process under I.C. 5-22-9.

For further information, please contact me via email at drichburg@doe.in.gov or visit the website at <http://doe.in.gov/idoeg/grants-management>.